

# Jackson County Transit

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1148 Haywood Rd.  
Clyva, NC 28779

Phone: (828) 586-0233

Fax: (828) 631-1241

## MEMO

**DATE:** August 1, 2016  
**TO:** Jackson County Human Resources  
**FROM:** Chuck Norris, Director  
Jackson County Transit  
**SUBJECT:** Full Time Driver Position

In the past Jackson County Transit has provided transportation services to Jackson County residents with a work force of 5 full-time drivers and 9 part-time drivers, with one an additional permanent part-time driver out posted in Cashiers. Over the past several years more regulations have been enacted by the federal and state government. In order to comply with these regulations it became necessary to reassign a full time driver to the position of Operations Supervisor to ensure compliance with vehicle maintenance, driver training and safety requirements. This full time driver position was never filled with the hope that these duties could be covered by part time drivers, which we have struggled to achieve.

During the past several months we have lost 3 part time drivers and have been unable to fill those positions. Only a small number of qualified applicants have applied and it has become increasingly difficult to secure dependable part time drivers. Money and time are often lost when a part time employee goes elsewhere to secure full time employment after the county has incurred the cost to train them. As an example, we hired a part time driver at the beginning of July and paid \$41.50 for drug testing, \$30.00 for defensive driving training, \$222.65 for salary as well as the time the operations supervisor invested in this person only to have them quit after 2 weeks of employment.

Based on the information provided, I am asking the county to assist us in adding a full-time driver position. I believe this position can be supported by reducing part-time hours and utilizing 5310 grant funds.

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## MEMO

BY: .....

**DATE:** August 2, 2016  
**TO:** County Manager, Don Adams  
**FROM:** Henry Dowling, TAB Chair *Henry Dowling*  
Jackson County Transit  
**SUBJECT:** Full Time Driver Position

The Jackson County Transportation Advisory Board met on Thursday, July 28, 2016 for its regular quarterly meeting. During the meeting the transit director indicated there was a need to add a full-time driver position. He explained that over the past several years more regulations have been enacted by the federal and state government. In order to comply with these regulations it became necessary to reassign a full time driver to the position of Operations Supervisor to ensure compliance with vehicle maintenance, driver training and safety requirements. This full time driver position was never filled with the hope that these duties could be covered by part time drivers, which has been a struggle.

He also stated that over the past several months it has been difficult to recruit and retain qualified part-time drivers. This is due in part to individuals seeking full-time employment elsewhere and at times reconsidering employment based on the liability and responsibility of part-time employment.

As the TAB Chair, it is our recommendation that the Jackson County Board of Commissioners consider granting the above request that will allow the Transit Director to add a full-time driver.